DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Archives No
07-31

DEPARTMENT	DIVISION	SECTION	PERMANENT
Local Affairs	Property Taxation	State Assessed	NON-PERMANENT X

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	**State Assessed Properties Files** A. P.U.C. Reports B. Annual Statement of Property C. Annual Reports Evaluation Worksheets	Seven years	On-site, paper copies *Of note, most if not all of the worksheets and information provided by state assessed companies to the DPT are considered confidential pursuant to 39-4-103(2). Access to this information is only available to the Property Tax Administrator, her employees and county assessors upon request to the PTA. Consequently, none of this information is transferred to State Archives or any other entity outside of the Division. Note: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
Terry Ketelsen	12/14/2006	Nora Neustrup	11/16/2006
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mmm	1/29/07	[illegible]	1/8/07

SA-194 (REV 1/78)